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AUDITOR-CONTROLLER

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May 31, 2016

TO: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: John Naimo *John Naimo*
Auditor-Controller

SUBJECT: **TOPANGA-ROSCOE CORPORATION DBA TOPANGA WEST GUEST HOME – A DEPARTMENT OF MENTAL HEALTH SERVICE PROVIDER – PROGRAM REVIEW**

We completed a program review of Topanga-Roscoe Corporation dba Topanga West Guest Home (Topanga West or Agency), which included a sample of billings from Fiscal Year (FY) 2015-16. The Department of Mental Health (DMH) contracts with Topanga West to provide mental health services, including interviewing Program clients, assessing their mental health needs, and implementing treatment plans.

The purpose of our review was to determine whether Topanga West maintained adequate documentation to support their billings, and that the documentation complied with their County contract and other related guidelines. In addition, we evaluated whether Topanga West used qualified staff to provide services as required by their County contract.

DMH paid Topanga West approximately \$370,000 on a cost-reimbursement basis for FY 2015-16. The Agency provides services to residents of the Fifth Supervisorial District.

Results of Review

Topanga West maintained adequate documentation to support the billings reviewed. The Agency completed Assessments, Client Treatment Plans, Progress Notes, and Informed Consent forms in accordance with their County contract and related

guidelines. In addition, Topanga West's treatment staff had the required qualifications to provide DMH Program services. However, Topanga West did not document their annual review of medication in accordance with their County contract for the two case files reviewed, where the client received psychotropic medication.

Details of our review, along with a recommendation for corrective action, are attached (Attachment I).

Review of Report

We discussed our report with Topanga West and DMH. Topanga West's attached response (Attachment II) indicates agreement with our finding and recommendation. DMH will work with Topanga West to ensure that our recommendation is implemented.

We thank Topanga West management and staff for their cooperation and assistance during our review. If you have any questions please call me, or your staff may contact Aggie Alonso at (213) 253-0304.

JN:AB:PH:AA:EB:nj

Attachments

c: Sachi A. Hamai, Chief Executive Officer
Robin Kay, Ph.D., Acting Director, Department of Mental Health
Cary Buchman, President and Board Chair, Topanga West Guest Home
Public Information Office
Audit Committee

**TOPANGA-ROSCOE CORPORATION DBA TOPANGA WEST GUEST HOME
DEPARTMENT OF MENTAL HEALTH
PROGRAM REVIEW
FISCAL YEAR 2015-16**

PROGRAM SERVICES

Objective

Determine whether Topanga-Roscoe Corporation dba Topanga West Guest Home (Topanga West or Agency) maintained documentation to support the services billed to the Department of Mental Health (DMH) in accordance with their County contract and related guidelines. In addition, determine whether Topanga West completed Assessments, Client Treatment Plans, Progress Notes, and Informed Consent forms in accordance with their County contract and related guidelines.

Verification

We selected 30 (4%) of the 758 approved Medi-Cal billings claimed for July and August 2015, which were the most current billings available at the time of our review (March 2016). We reviewed the Assessments, Client Treatment Plans, Progress Notes, and Informed Consent forms in the clients' case files for the selected billings. The 30 billings represent services provided to 15 clients.

Results

Topanga West maintained adequate documentation to support the billings reviewed. However, the Agency did not document their annual review of medication for the two (100%) clients reviewed, who received psychotropic medication. The annual reviews document the clients' continued agreement to the medications, and are conducted after the initial consent is obtained. According to DMH Policy and Procedure 306.02, the prescribing physician must document consent for the continued use of psychotropic medication at least annually.

Recommendation

1. **Topanga West Guest Home management ensure that the annual review of medication is documented in the client's chart.**

STAFFING QUALIFICATIONS

Objective

Determine whether Topanga West's treatment staff had the required qualifications to provide DMH Program services.

Verification

We reviewed the California Board of Behavioral Sciences' website and/or the personnel files for six (75%) of the eight treatment staff who provided services to DMH clients during July and August 2015.

Results

Each employee reviewed had the required qualifications to provide the DMH Program services.

Recommendation

None.

5/2/2016

Michelle Logvinsky, PsyD
Topanga West Guest Home
22115 Roscoe Boulevard
Canoga Park, CA 91304

Letter to Mr. Namio - Health Services Review
Review of the Health Services Review

Mr. Namio,

We received the outcome of the program review. Please note that the following corrective action will be put into place immediately regarding the annual medication review form.

Per Department of Mental Health Policy and Procedure 306.02, the prescribing physician will review all medication on an annual basis using the Outpatient Medication Review form (MH556). This document will be in the chart along with the prescribing physician's notes.

Please let me know if there are any future questions or concerns.

Thank you.



Michelle Logvinsky, PsyD
Head of Clinical Services
Topanga West Guest Home

Topanga West Guest Home